

S U G G E S T E D   S A M P L E   L E T T E R

Honorable Edward I. Koch  
Mayor of the City of New York  
City Hall  
New York, New York 10007

Dear Mayor Koch:

In creating the Public Health Research Institute, New York City has been unique among municipalities in providing excellent facilities for research in the biomedical sciences. For forty years the reputation of this organization has been international and the high standards of research for which it is known reflect very favorably on the City.

I sincerely hope that the continued existence of this organization will not be endangered because of the current fiscal crisis.

Respectfully yours,